revised October 26, 2001

CHARTER

for the

COMMUNICATION

INTEGRATED PRODUCT TEAM

CONFIGURATION CONTROL BOARD

in support of
LIFE CYCLE MANAGEMENT
of the
NATIONAL AIRSPACE SYSTEM

Submitted by _____ Date 5/21/02
AND-300
COMMUNICATION CCB Co-Chairperson

Submitted by _____ Date 4/18/02
AOS-500
COMMUNICATION CCB Co-Chairperson

Approved by _____ Date 5/22/02
ASD-1
Director, Office of System
Architecture and Program Evaluation
NAS CCB Co-Chairperson

Approved by _____ Date 5/22/02
AAF-1
Director, Airway Facilities
NAS CCB Co-Chairperson

SIGNATURE PAGE

ORGANIZATION	SIGNATURE
AND-320	
AND-360	
ARN-200	5-20-02
AOP-1000	
AOS-510	
AOS-520	
ACB-500	
ASD-100	
AFZ-700	
AOS-700	4/17/02
AML-1	
ARS-7	

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1.0 INTRODUCTION

1.1 Background

This charter is predicated on the implementation of a single Configuration Control Board (CCB) with life cycle responsibilities for the products delineated in Appendix A. A companion document, the National Airspace System (NAS) Integrated Product Team (IPT) for Communication Configuration Control Board (CCB) Operation Procedures, defines the procedures necessary to execute the responsibilities assigned in this charter.

1.2 Purpose

This charter establishes the NAS IPT for Communication CCB and assigns responsibility for establishing baselines for products and controlling changes to these baselines for those products and configuration items (CIs) listed in Appendix A. These baselines may include hardware, firmware, software, specialized and automatic test equipment (ATE), training devices, training curriculum, technical documentation, and operational facility configuration.

1.3 Authority

The National Airspace System Configuration Control Board in accordance with policies and procedures established in FAA Order 1800.66, Configuration Management Policy, authorizes the NAS IPT for Communication CCB.

2.0 CCB RESPONSIBILITIES

The NAS IPT for Communication CCB will have the following responsibilities:

a) Performing functions as established in this charter.

b) Approving and implementing operating procedures and any changes to the document.

c) Establishing baselines for products and controlling subsequent changes to those baselined CIs.

d) Ensuring adherence to configuration control procedures in processing changes to the baselines under this CCB control.

e) Ensuring that all proposed changes are coordinated with the appropriate organizations to assess impacts.

f) Reviewing, approving, disapproving, deferring, or elevating changes coming before the CCB.

g) Reviewing proposed changes to the baselines for potential impacts. Consideration shall be given to improving safety, operational effectiveness, adequate logistics support, life-cycle cost savings, and affordability.

h) Ensuring that no changes are approved without adequate funding.

i) Issuing Configuration Control Decisions (CCDs) which are directives for establishing baselines or making changes to the baselined documents under this CCB control.

j) Ensuring through Configuration Status Accounting (CSA) that all approved changes are implemented.

k) Ensuring that NAS-MD-001 is kept updated to reflect the current status of the Communications IPT CIs as listed in Appendix A.

l) Approving and ensuring adherence to the *Communications Integrated Product Team Configuration Management Plan,* that includes Configuration Status Accounting, and Configuration Verification and Audits to the operational site level.

3.0 CCB PARTICIPANTS

The NAS IPT for Communications CCB shall consist of the following members:

a) Co-Chairpersons - Leader, IPT for Communication (AND-300), or designated representative, and Manager, Communications, Flight Service, Weather, & Information Resource Management Division (AOS-500), or designated representative.

b) Executive Secretary - NAS IPT for Communication staff (AND-300) or designated representative.

c) Lead, Product Team for Voice Switching and Recording (AND-320), or designated representative.

d) Lead, Product Team for Air/Ground Communication (AND-360), or designated representative.

e) Representative, Communication and Navigation Division (ARN-200).

f) Representative, OKC Communications Systems Engineering Support Branch (AOS-510).

g) Representative, ACY Communications Systems Engineering Support Branch (AOS-520).

h) Representative, Solution Implementation Division (ACB-500).

i) Representative, Architecture and System Engineering Division (ASD-100)

j) Representative, NAS Planning and Support Division (AFZ-700).

k) Representative, Network Engineering and Management Division (AOS-700).

l) Representative, In-Service Engineering Division (AOP-1000)

m) Representative, FAA Logistics Center (AML-1)

n) DOD Liaison (ARS-7)

o) Ad Hoc Member, Technical Advisor, and Consultants will be invited as needed.

4.0 CCB ADMINISTRATION

The Communication IPT CCB Executive Secretariat shall be responsible for ensuring that changes are presented at CCB meetings. Secretariat responsibilities consist of coordinating and performing the administrative tasks related to the Communication IPT CCB, including, but not limited to, preparation of agenda minutes, supporting the change screening activities, and elevating proposed changes to the NAS CCB. Additionally, the Secretariat will support performance of monitoring functions under the authority of the CCB, as described in the Communication IPT CCB CM Plan.

5.0 CCB DECISIONS

The NAS IPT for Communication CCB Co-Chairpersons will make the final decision on each NCP submitted to the CCB for consideration in accordance with the operation procedures. The decision may be preceded by a period of discussion during which the Co-Chairpersons shall poll the CCB members for their opinions on the disposition of an NCP as may be appropriate for their priority. The Co-Chairpersons have the final decision authority over the operation of the CCB and all other related matters. The decision will be documented in a CCD prepared by the Executive Secretary and signed by the Co-Chairpersons and distributed to permanent members as soon as practical. The CCB may render a decision on an NCP in one of the following ways:

a. Approve as written and issue a CCD which establishes a new baseline or describes actions for accomplishing the configuration change to an existing baseline.

b. Disapprove with reasons clearly stated in the CCD.

c. Approve with specific changes to the NCP and issue a CCD clearly stating changes.

d. Defer action pending the availability of additional information or the completion of an action item providing clarification of the issues. Responsibility for providing further information or completing an action must be assigned to a specific individual/organization with a specific due date.

A Communications IPT CCB decision may be appealed by an organization impacted by the proposed changed as outlined in the Communications IPT CCB CM Plan.

6.0 CHANGES TO THE CHARTER

This charter shall only be changed with the approval of the NAS CCB upon the recommendation of the Communications IPT CCB.

7.0 DELEGATION OF CCB AUTHORITY

The CCB Co-Chairpersons may authorize a designated representative to act as a Chairperson via a memorandum to the CCB Secretariat. CCB permanent members may delegate specific authority by a memorandum signed by a CCB Co-Chairperson.

Appendix A COMMUNICATIONS IPT CONFIGURATION ITEMS

The Configuration Items (CI) listed below are under the formal control of the Communications IPT CCB. Currently these CIs reflect the primary products, which will comprise the modernized Communications system. As these CIs, or components thereof, are placed under configuration control, they will be entered into the *Master Configuration Index* and contained in *the NAS Subsystem Baseline Configuration and Documentation Listing*, NAS-MD-001.

CI	Operational Support	Product Team
Automated Flight Service Station Voice Switch (AFSSVS)	AOS-510	AND-320
Automatic Terminal Information Service (ATIS)	AOS-510	AND-360
Air Traffic Radio Channel Control Equipment (ATRCC)	AOS-510	AND-360
Backup Emergency Communications (BUEC)	AOS-510	AND-360
Recorder/Reproducer Equipment (COM)	AOS-510	AND-320
Digital Voice Recorder System (DVRS)	AOS-510	AND-320
Emergency Transmitter Replacement Program (ETRP)	AOS-510	AND-360
Enhanced Terminal Voice Switch (ETVS)	AOS-510	AND-320
High Capacity Voice Recorder (HCVR)	AOS-510	AND-320
Radio Communication System	AOS-510	AND-360
Integrated Communications Switching System (ICSS)	AOS-510	AND-320
UHF/VHF Linear Power Amplifier (LPA)	AOS-510	AND-360
Multi-Channel Recording System (MCR)	AOS-510	AND-320
Multimode Digital Radio (MDR)	AOS-510	AND-360
Multicouplers	AOS-510	AND-360
Operational Support Telephone System (OSTS)	contract	AND-320
Remote Center Air/Ground Communications Facility (RCAG)	AOS-510	AND-360
Radio Control Equipment (RCE)	AOS-510	AND-360
Recovery Communications National Radio Communications System (RCOM)	AOS-510	AND-360
Rapid Deployment Voice Switch (RDVS)	AOS-510	AND-320
Radio Frequency Interference Elimination (RFI Elimination)	AOS-510	AND-360
RFI Elimination VHF/UHF Transmitter Combiners (RFITC)	AOS-510	AND-360
Radio Signaling Equipment (RSE)	AND-330	AND-360
Small Tower Voice Switch (STVS)	AOS-510	AND-320
Terminal Voice Switch (TVS)	AOS-510	AND-320
VHF/UHF Transmitters/Receivers (TXRX)	AOS-510	AND-360
Voice Frequency Signaling System (VFSS)	AOS-510	AND-360
Voice Switch By-Pass System (VSBP)	AOS-510	AND-320
Voice Switching and Control System (VSCS)	AOS-520	AND-320
VSCS Training and Backup Switch (VTABS)	AOS-520	AND-320